

# Community Services Department

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## Parks and Recreation Internship Program

2016



## **Introduction**

As the leader of parks and recreation programs, activities, events, and services, within Charlotte County, Community Services will be offering the opportunity for students enrolled in a collegiate institution to acquire exceptional knowledge within their chosen field of study, achieve a greater understanding of parks and recreation within a community, and gain invaluable insight into the administrative operations of our facilities and programs.

This manual has been designed to aid students seeking an internship experience within the parks and recreation industry and is based upon the policies and procedures already established by Charlotte County Human Resources, the current goals of Community Services, and the Mission, Vision, Values, and Guiding Principles of Charlotte County Government.

This student internship program is an essential component for the continual growth and enhancement of the Parks and Recreation profession and we look forward to providing you with an experience of positive learning, the development of new skills, and the opportunity to reach your career goals.

Charlotte County Community Services sincerely appreciates the cooperation of all participating colleges and universities as we would be unable to provide this program without their support.

## **Charlotte County, Florida**



A visit to Charlotte County is a peaceful gateway to Southwest Florida's Gulf Coast. As one of Florida's premier ecotourism destinations, Charlotte County offers world-class sailing, boating, fishing, birding, dining and arts while hosting Major League Baseball's Tampa Bay Rays Spring Training at the Charlotte Sports Park. Nestled between Tampa and Fort Myers, Charlotte County provides a myriad of recreational opportunities for visitors and approximately 165,000 people who call our piece of paradise home.

## **Charlotte County Mission, Vision, and Values**

- Mission
  - To be the energy in making Charlotte County a beautiful and enriching place to live.
- Vision
  - To Exceed expectations in the delivery of public services.
- Values
  - Integrity – being committed to serving with honesty.
  - Customer Service – being committed to providing excellent service and to achieving real results that earn the public's trust.
  - Partnership – being committed to working cooperatively with our co-workers and others for the overall good of the community.
  - Innovation – being committed to innovation and continual learning.
  - Stewardship – being committed to being good stewards of our resources.
- Guiding Principles
  - To be recognized as a community leader in quality of life issues.
  - To improve Charlotte County government's morale and employee satisfaction.
  - To increase and enhance the organization's and Charlotte County's productivity and performance.
  - To enhance and improve our customers' satisfaction.
  - To positively change the image of government.
  - To improve communication both internally and externally.

## **Director's Welcome**

As a lifelong Parks and Recreation professional, enthusiast, and participant, we'd like to thank you for choosing a potential career that offers exciting opportunities to engage with your community, enhance the quality of life on a daily basis, and make a genuine difference in the lives of others. This internship opportunity within Community Services will allow you to be a key contributor in the delivery of programs, activities, and public services offered to our community and learn from a dedicated team focused on exceeding the expectations of our participants. Charlotte County features over 70 parks and recreational areas and more than 12 miles of sandy Gulf beaches while enjoying an average year round temperature of 75 degrees. In addition, our close proximity to large metropolitan areas makes it easy to experience everything Florida has to offer while living and working in one of the largest environmentally protected areas in the state.

We thank you for considering Charlotte County as a desired location to continue your education and look forward to being a part of your future professional experience.

## **Community Services Department**

The Charlotte County Community Services Department consists of five (5) divisions:

- Recreation
- Parks and Natural Resources
- Library and Historical
- Extension Services
- Administration

### **Community Services Department – Recreation Division**

The Recreation Division is responsible for four (4) recreation centers, three (3) aquatic facilities, the Charlotte Sports Park, camp programs, athletic programs and leagues, numerous programs and activities along with a wide variety of special events.

### **Community Services Department – Parks and Natural Resources Division**

The Parks and Natural Resources Division is responsible for 74 parks (of which 11 are environmental parks) totaling approximately 4,200 acres and 52 sport fields throughout Charlotte County. The Division is also responsible for the conservation and protection of various listed species.

### **Community Services Administrative Offices**

Location: 2300 El Jobean Road, Port Charlotte, FL 33948

Phone: 941.235.5000

Hours of Operation: 8:00 AM – 4:00 PM

Website: [www.CharlotteCountyFL.gov](http://www.CharlotteCountyFL.gov)

## **Internship Program Overview**

Community Services has designed an internship program in an effort to introduce each participant to the various facets of a diverse and comprehensive parks and recreation program. This opportunity provides the student with a “hands on” experience to gain insight and knowledge about the programmatic, operational and administrative components of the Recreation Division along with the Parks and Natural Resources Division. Interns will have the opportunity to spend time with each aspect of these operations in an effort to enhance their skills and generate a more thorough overview of the parks and recreation industry.

## **Program Goals and Objectives**

Through this internship opportunity, individuals will gain experience in the detailed aspects of administration and operations, recreational programming, park operations, special events, front desk operations, and facility maintenance.

The program goals for the internship are as follows:

- To apply academic and practical experience to a hands-on, real life experience.
- To problem solve in a work environment.
- To exchange ideas with professionals in the parks and recreation industry.
- To gain pride and appreciation in the parks and recreation field.
- To develop competent professional skills.

## **Internship Guidelines and Minimum Requirements**

- ✓ Must be pursuing a degree in Recreation Management, Leisure Studies, Physical Education, or a related field from an accredited university.
- ✓ Must have the ability to work a flexible schedule.
- ✓ Frequent lifting of 10-25 pounds; occasional lifting of up to 50 pounds.
- ✓ Work requires some exposure to outdoor weather conditions, extreme heat, odors, and dust.
- ✓ CPR/First Aid/AED certification is highly desirable.
- ✓ Proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint)

All selection decisions shall be based on the match of the applicant's coursework and declared degree concentration along with prior related experience and/or employment to the respective job assignment.

## **Application Process**

Applications for all internships will be accepted through Charlotte County Human Resources and submitted on the Charlotte County Internship Application which can be accessed at [www.CharlotteCountyFL.gov](http://www.CharlotteCountyFL.gov).

## **Compensation**

Compensation is available for participants in the Internship Program.

## **Housing**

Charlotte County does not provide housing for the Internship Program.

## **Transportation**

Charlotte County does not provide transportation to and from work.

## **Position Assignments**

As part of the internship program within Community Services, individuals have the opportunity to experience the following operational components:

- Administration
- Aquatics
- Athletics
- Ballfield Maintenance
- Environmental Land Management
- Facility Maintenance and Operations
- Marketing and Promotions
- Parks Maintenance
- Project Management
- Recreation Center Operations
- Special Events
- Youth Activities (including camp programs)

## **Internship Expectations**

- Follow all required and approved policies, guidelines, and protocols of the Community Services Department.
- Conduct yourself in a professional manner at all times.
- Submit all requested documentation by the required due dates.
- Seek opportunities for professional growth and educational experiences.
- Assist staff as requested on projects, tasks, and assignments.
- Be appropriately dressed for all assignments.
- Meet regularly with the Recreation Program Supervisor for performance feedback and professional coaching.
- Be friendly, courteous and respectful as you are representing Charlotte County and your educational institution.
- Show initiative and creativity by offering ideas and suggestions on program, service, and operational enhancements.
- Attend park and recreation staff meetings and training sessions as assigned by the Recreation Program Supervisor.
- Communicate openly, honestly, and professionally with all internal and external customers.
- Be willing and able to work outdoors in various weather and working conditions.
- Organize and prioritize multiple tasks or assignments as required.